



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: ASSISTANT TO THE CITY COUNCIL
Requisition: 15-006
Department: City Council
Position #: 0221-002
Opening Date: February 13, 2015
Closing Date: February 27, 2015 or until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$21.65 per hour - \$27.06 per hour

(Applicants who previously applied for this recruitment do not need to reapply.)

GENERAL DESCRIPTION:

This is administrative work supporting members of the City Council. Work is characterized by discretion, good judgment and diplomacy. Work involves constant and extensive public contact. Responsibilities include performing administrative functions varied in subject matter and level of difficulty ranging from standardized clerical assignments to administrative duties. Work requires extensive knowledge of the City's operations, including its structure, as well as the programs, services and functions provided to the City's constituency, and to the ability to demonstrate high level of professionalism and business acumen as a liaison to the City Council on and off the job. Work is performed under general or administrative supervision and is reviewed through conferences, observation and results attained.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Assists in the daily operation of the Office of the City Council.

Interacts daily with Elected Officials, City Administration, City staff and the general public.

Serves as City Council liaison with the City Administration, City staff, the general public, community and business partners, other governmental agencies as well as all other internal and external stakeholders.

Listen attentively to citizens' and participates in the assessment of citizen concerns. Takes action by identifying the resources necessary to effectively resolve problems arising from such concerns, which may include. referring matters to the appropriate department or agency for action.

Prepares follow-up letters to citizens for the City Council members once an investigation to a complaint/inquiry is complete.

Receives and announces the general public, government officials, staff, and City Council members visiting the City Council's Office.

Receives and screens telephone calls; answers inquiries and questions or refers to appropriate Department or City personnel to be addressed and follows up, as necessary, to ensure desired results.

Schedules appointments and maintains the City Council member appointment calendar.

Prepares all travel forms and related paper work for the City Council, including airline and hotel reservations, registrations for conferences and automobile rentals. Makes travel arrangements for the City Council and prepares and maintains all required documents.

Makes arrangements for conferences/meetings initiated or accepted by the City Council Members, including space, time and place and informs participants of topics to be discussed, as applicable.

Researches, compiles and retrieves data and prepares reports and special documents as assigned (e.g. Purchase Card Purchases, reconciling monthly expenditures, allotted by the City's Charter).

Initiates and maintains a variety of files and records, including confidential materials.

Acts as custodian of City Council correspondence and complaint records.

Establishes and maintains a comprehensive physical and electronic filing system.

Initiates and maintains a variety of files and records, including confidential materials.

Performs administrative details in a manner which ensures operational goals and objectives are met.

Arranges and prioritize job duties to successfully meet deadlines and changing priorities and deadlines.

May take and prepare minutes of meetings.

Assists the City Council members to operate personal computer and managing electronic documents and data, as necessary.

Performs related work as required.

MINIMUM QUALICATIONS:

Knowledge, Skills and Abilities:

Thorough knowledge of business English, spelling and punctuation, office practices and procedures.

Ability to establish and maintain effective working relationships with City Officials, department heads, other City staff and the general public.

Ability to receive and work with the general public with courtesy and diplomacy.

Considerable knowledge of the organizational structures, functions, operations, goals and objectives of municipal government.

Considerable knowledge of appropriate laws, rules, regulations and procedures governing City operations and ability to interpret and apply City rules, laws and procedures.

Knowledge of standard office procedures, practices and equipment.

Knowledge of local government operation, standards, policies, requirements and procedures.

Working knowledge of computer-related terminology and of data processing equipment capabilities and limitations.

Working knowledge of the techniques and methods used in administrative analysis.

Working knowledge of the functions, processes and principles of management.

Ability to deal with the public in a tactful and effective manner and to use judgment and discretion in disseminating information.

Ability to interact with considerable tact and business acumen with City officials, and the general public, from diverse cultural and linguistic backgrounds,

Ability to address difficult and sensitive co-workers and citizen inquiries and complaints with considerable diplomacy and tact.

Ability to gather and analyze written and numerical data, draw conclusions and arrive at decisions independently in accordance with established policies and regulations.

Ability to prepare detailed written reports, memoranda, correspondence, and other documentation.

Ability to interpret and apply City policy and procedures.

Ability and willingness to develop and adapt in a fast changing learn environment; conceptualize and grasp new ideas and operational process and procedures.

Ability to organize work to meet deadlines in a fast-paced environment while balancing multiple assignments.

Ability to receive and carry-out assignments from multiple

Advanced skills in the use of modern technologies including personal computer hardware and software such as, Microsoft Windows.

Excellent verbal, written and electronic communication skills.

Ability to navigate and master the City's internal enterprise system.

Skilled in the utilize of modern technologies to perform assigned work, including developing and maintaining calendars and schedules, creating spreadsheets and PowerPoint presentations using Microsoft Windows software.

Education & Experience Requirements:

Associate Degree in General Business or Public Studies or similar course of study. Two (2) or more administrative or professional work experience in an Executive Office, Governmental Board, or similar setting. An equivalent combination of education, training and experience will be considered.

Must possess a valid Class E State driver's license at the time of appointment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of hands to finders, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work will require a considerable amount of time spent using a personal computer. Work is performed fast-paced environment, both indoors and outdoors throughout the community. Must be able to lift, carry, push and pull articles weighing up to 20 pounds.

The noise levels in the work environment various from moderately quiet to noisy.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**